

***NORTHEAST REGIONAL
CORRECTIONAL
FACILITY***

***INMATE
HANDBOOK***

Approved by:

Celeste Marie Girrell, Superintendent

Authorized by:

Andrew Pallito, Commissioner

Effective Date:
Issue 05/10

Supersedes:
All Previous Handbooks

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Address:
Northeast Regional Correctional Facility
1270 Rte 5
Saint Johnsbury, VT 05819-8502

FACILITY ADMINISTRATIVE STAFF (04/2010)

Superintendent: Celeste Marie Girrell

Assistant Superintendents: Michael Bellizzi and Charles Remick

Security and Operations Supervisor: Scott Shafer

Casework Supervisor: David Woods

Shift Supervisors:

Roger Heywood
Robert Sylvester
Shannon Marcoux
Scott Martin
David Lee

Security Staff:

Property/Visiting Officer: CO II James Morley
Law Library: CO II Robert Bowen

CSS/Caseworkers:

Mark Laliberte
Steve Russell
Norah Quinn

Administrative Support Staff:

Business Manager A: Meroa "Peep" Benjamin
Site Legal Administrator: Kathryn Flum
Grievance Coordinator: Kathryn Flum
Administrative Assistant A: John Frechette
Administrative Assistant A: Shelly Shufelt
Food Services Supervisor: Daniel Souliere

Correctional Instructors:

Anne Cote Jim Graves
Pauline Dwyer William Storz

Volunteer Coordinator:

Chris Barton

Health Services Administrator:

Molly Powers-Brann, Nurse Manager

Recreation Coordinator:

Chris Cadorette

Section 1

General Information

BASIC INMATE RIGHTS: (04/2010)

An inmate housed at the Facility will be afforded the following:

- Three nutritionally balanced meals per day.
- Proper bedding material and a place to sleep; if you are assigned to the floor, you may request a cot.
- The opportunity to practice good hygiene: showering, washing, shaving, clean laundry and toilet facilities.
- Proper medical treatment from a licensed medical professional.
- Access to a telephone for pre-paid or collect calls.
- Access to your attorney within scheduling limits.
- Scheduled access to the Inmate Law Library.
- The opportunity to receive regular Recreation.
- Access to send and receive mail by procedure.
- The opportunity to practice your religion within the limits established by the facility.

Within one week of your arrival, you will be assigned a Caseworker. To find out who your Caseworker is, check with the Unit Leader or Unit Officer. Your Caseworker will meet with you to develop your case plan and establish a process for future meetings. Your Caseworker will be the primary contact person for all matters concerning you while you are here. All inmates will use the Inmate Request Form to request meetings with their Caseworkers and Administrative staff. The Unit Officer will not call Casework staff except as noted in **Family Emergencies**. If you arrive at the Caseworker's office without being called, you will receive a disciplinary report (DR)

FACILITY RULES: (04/2010)

- 1) Inmates are expected to follow the direction of staff at all times. If you wish to dispute what you are being told and it is not an emergency situation, first try to address it politely with that staff member. If the issue is not resolved, you are to comply with the direction and then you may submit a request form to that staff member's supervisor.
- 2) Smoking and the possession of tobacco and smoking related items are prohibited.
- 3) Inmate traffic is restricted to the stated purpose for which you left your unit and to responding to pages from staff. You are not allowed to loiter. You may not loiter in the medium hallway or the 122 sally port.
- 4) All areas of the facility and yard are to be kept clean and presentable at all times. Littering is not permitted.
- 5) No inmate is allowed to touch or alter any mirrors, cameras, fences, radios, or other security items. Windows and ventilators may not be covered. Window sills must be kept clear of all items except a radio.
- 6) The table tops in the units will not be covered.
- 7) The throwing of any object and running in the building (except for approved Recreational activities) are not permitted.
- 8) The making of any snow sculpture or snow fort is not allowed.
- 9) Horse playing, yelling, swearing, obscene gestures and other forms of rowdy or rude behaviors are not allowed. Racial slurs are not allowed under any circumstance.
- 10) Inmates are not permitted to use the communications buzzers for any purpose other than to advise staff of an emergency situation.
- 11) No food will be taken from the kitchen or dining hall. Food may not be exchanged or given away. The only food items allowed in an inmate's cell are those items purchased from the facility commissary or awarded in a facility Recreation event. These items may only be consumed in the unit or in the Rec Yards. Food items that are mailed to an inmate will be disposed of by allowing the inmate to mail the items out at the time of arrival (postage will be paid from their inmate money account); if not mailed out, the items will be given to the Shift Supervisor for disposal.

Facility Rules continued

- 12) Commissary food items, coffee cups and soda bottles are not to be taken from the units to the cafeteria during meals. The only drink containers allowed out of the units are clear plastic bottles and cups purchased from Commissary. All other drink containers are restricted to the unit.
- 13) Sitting on, climbing over, hanging from or putting feet on any railing is not permitted.
- 14) Inmates are not permitted in a cell or unit other than their own.
- 15) If contraband is found in a common area of the cell, all inmates assigned to that cell may be charged with possession of contraband. If it is in the personal property of an inmate, only that inmate will be charged.
- 16) Sitting on tables or placing your feet on walls, doors, partitions or any furniture is not permitted.
- 17) Inmates are not permitted to stand by unit windows or attempt to communicate with inmates through doors or windows. Inmates are not permitted to send notes to another unit. Inmates are not to talk to the kitchen crew over the food line. If you have a question, it must be directed to staff.
- 18) Sleeping or exercising in unit day-rooms is not permitted.
- 19) Loitering on the top tier of your living unit is not permitted. Only those inmates who live on the top tier are permitted on the top tier.
- 20) All unit cell doors are to be kept secured at all times except between wake up call and the 6:45 am headcount.
- 21) No A, B, C, or D resident will be left in the unit while the others in their unit are at meals.
- 22) Walkmans may only be used in A, B, C, and D living units, the gym and the Rec yard. E and F Unit inmates may have walkmans according to Directive 410.
- 23) Blankets, sheets, pillows, mattresses or furniture are not allowed out of the living unit.
- 24) Inmates will attend all assigned program activities including education.
- 25) Inmates are not allowed to possess any money. Any currency found in an inmate's possession will be confiscated and forfeited to the Vermont State Treasury.
- 26) All inmate traffic in the medium hallway is to stay within a four foot zone of the gym wall.
- 27) A, B, C, and D unit inmates must be up at 8:00 am Monday through Friday and 10:00 am on weekends and holidays. Other than those who have special work assignments during second and third shifts, general population inmates must remain out of bed and awake from 8:00 am until 4:30 pm, Monday through Friday, with the exception of holidays. Inmates may lie on their bunks during the day, but they may not sleep.
- 28) When inmates are sleeping in their bunks, Officers are required to "see skin". You should not be completely covered with your blanket. If you are, Officers will need to enter the cell to check on you and you will receive a Disciplinary Report.
- 29) Inmates are not allowed to wear hair picks in their hair.
- 30) Inmates are not permitted beyond the S-5 gate without permission.
- 31) Inmates are to remain 2 feet from the Officers work station or podium.

Facility Rules continued

32) Inmates are not allowed to exchange or share any item to include, but not limited to: clothing items, hygiene items, food items, commissary items, books or magazines.

33) Gambling is prohibited.

DISCIPLINARY REPORTS AND THE APPEAL PROCESS (04/2010)

In addition to the above rules, Inmates are to follow the Standardized Vermont Department of Corrections Rules & Guidelines for Recommended Sanctions which is located at the end of this Inmate Handbook.

The Disciplinary Report process and the Appeal process are detailed in Administrative Directive 410.01, which can be found in the Inmate Law Library.

At this facility, please give your written Disciplinary Appeal to the on duty Shift Supervisor.

FAMILY EMERGENCIES: (10/2007)

In the event that there is an emergency in your family (i.e. death, accident, serious illness), you should get as much information as possible from your family as soon as possible.

Tell the Unit Officer that there is an emergency in your family and ask the Officer to contact a Caseworker (Monday through Friday 0700 hrs to 1600 hrs), Casework Supervisor or a Shift Supervisor.

The facility will need to know: the family member's name and relationship to you; the name and location of the funeral home or hospital; date and times of services; in an accident or illness, the seriousness of the person's condition.

Different options may be available to you and a Caseworker or other staff member will discuss these with you.

The facility will consider your legal status, custody level and your behavior when deciding upon an option.

FIRE AND OTHER EMERGENCIES: (10/2007)

Inmates will be notified of fires, drills or other emergencies by the most expedient means possible. This would include notification by fire alarm or voice command from staff.

Upon receiving a voice command from staff, you are expected to follow the orders given you without question. The safety of inmates and staff is of equal concern; it is important that all remain calm and orderly during an emergency.

Fire evacuation plans are posted in all living units and other areas of the facility. Each Inmate should review the various emergency routes throughout the facility. Routine fire drills will be held. Fire procedures will be explained by the unit Officer on Monday evenings in each unit.

INMATE DRESS CODE: (04/2010)

Inmates are to be properly dressed when outside their unit. Unless otherwise stated (for example, Recreation), you must be wearing a shirt, regular or sweat pants or shorts, socks and shoes. Shirts must be buttoned up to at least the top two buttons. Pants are to be buttoned up with the zipper up. Shoelaces are to be tied. Under shorts must not be visible. All clothing must be in good repair. Sewing supplies are available through your Unit Officer; if you need to sew repairs to an item, ask your Unit Officer.

Wind pants, jackets, and coats may not be worn to the chow hall, med call, visiting or other in-facility activities. Shorts may not be worn to visiting. Slippers and shower shoes may not be worn out of the unit.

Crocs are not allowed.

When at Recreation in the gymnasium or the Recreation yard, inmates may go without shirts. This does not include family days or other social events.

While traveling through the facility to Recreation, you must have a shirt on.

Bathrobes, sandals or shower shoes may only be worn directly to and from the shower. E and F unit inmates are only allowed shower shoes and must wear them while in the dayroom.

Inmate Dress Code continued

Hats will not be worn in the building except for food service workers and approved religious reasons. Hats will be removed prior to entering the building and they not be put on until you are outside of the building.

Hoods are not allowed.

Masks, bandanas worn over the face, or other attempts to conceal your face are not allowed. Handkerchiefs may only be used as such. They may not be used as headbands, head covers, necklaces, flags, etc. You may not wear your shirt, towel or sweatshirt as a head covering.

You are to be properly dressed for all scheduled meetings. If you are outside of your unit and are paged to report to an **unscheduled** meeting, you do not have to change your clothes before reporting.

Kitchen workers are to wear their paper hats or hair nets and plastic gloves whenever and wherever they are working with food either in or for facility food services.

Between the dates of May 15th and September 15th, inclusive, inmates may go without shirts in the unit day rooms.

No camouflaged or fishnet fabrics are allowed.

Sleeveless shirts are not allowed.

No leather clothing, except belts and footwear, is allowed.

No clothing may display a vulgar, rude, racist, co-ed naked, alcohol or drug related comment or picture. Nor shall any clothing display the word STAFF anywhere.

Any type of gang insignia, material, paraphernalia or colors are not allowed. This would include how clothes are worn, for example: rolling up of pant legs.

Earrings, nose, lip, eyebrow or other body pins or rings are not allowed.

Religious items not on the property list require the permission of the Security and Operations Supervisor. To request permission you must submit a written request to the Security and Operations Supervisor that includes the name of your religion, the item you wish and what you wish to do with it. Approved religious necklaces are to be worn inside the shirt when out of your cell. (Religious Observance Directive 380.01)

REQUEST FORMS: (10/2007)

Request forms are available from the Unit Officer or the Unit Leader. These forms are used by inmates to communicate with Staff regarding any issue that does not require a specific form. Be sure to print your name clearly and return the completed form to your Unit Officer. Staff will not answer the same question repeatedly, nor will they answer a completed form that is derogatory, contains obscene, explicitly sexual language or is malicious in nature.

CLEANING STANDARDS FOR THE FACILITY: (07/2005)

Room Inspections are held at the 1200 noon headcount on weekends and holidays.

Floors are to be swept and lightly damp mopped. Tough marks are to be scrubbed off. Corners are to be squared (dirt cleaned from them). Wet floor signs must be used. Floor drains are to have clean water poured down them.

Dusting - All horizontal or angular surfaces are to be wiped off with a damp rag.

Walls - Any marks on the walls are to be cleaned off.

Brass - Wiped off with a damp rag and polished with the appropriate pad.

Air vents - Dusted out.

Trash - Emptied and scrubbed out.

Windows - Washed, sills wiped.

Unit GI will be done the night before visiting each week.

STANDARDS FOR THE MAINTENANCE OF LIVING QUARTERS: (10/2007)

These cleanliness standards are to be maintained at all times, not just during room/living area inspections.

- 1) Floors must be swept and mopped. The walls, windows and the reachable ceiling must be wiped down and free of marks. The cell should not have any writing, or toothpaste on walls, light fixtures, bunks, etc.
- 2) All beds will be stripped for room inspection. The blankets are to be folded at the foot (door end) of the bunk with the sheets folded and placed on top of the blankets and the pillowcase folded and placed on top of the sheets. The towels will be folded and placed next to the bedding pile. The pillow will be placed at the head (window end) of the bed. Bedding will be inspected daily and DRs issued for damaged or missing items.
- 3) Desks and shelves will be free of stains, dust and dirt.
- 4) Only the bulletin board may be used for personal pictures. Nothing should be posted under the bunk or desk. (No pictures that may be determined derogatory, such as nude pictures, will be hung).
 - a. Nudity is defined as the showing of the male or female genitals, pubic area, from the top of the nipple to below the breast, and the crack of the buttocks can not be visible.
 - b. Derogatory is defined as a negative or threatening intent or interpretation in respect to any person or group of persons, named or unnamed with respect to their gender, age, creed, religion, national origin, race, sexual orientation or disability. It shall also apply to any negative or threatening material in respect to any inmate, staff member, visitor, volunteer or their families or property.
- 5) No item shall hang from the sides or ends of a bunk, bookshelf or desk.
- 6) Shoes, slippers, boots, and sneakers should be arranged neatly under the bunk. Garbage cans will be emptied.
- 7) Ventilators and windows will remain clear of any type of covering (except plastic for the outer window, provided by the Facility during cold months).
- 8) Window sills are to remain free of any object other than a radio at all times.
- 9) Alteration of any item is strictly prohibited, these include; speakers for radios, toilet seat covers and picture frames and pictures taped to coffee cups or ID tags.
- 10) The sink and toilet will be cleaned daily.
- 11) No writing on, or marking of, any part of the building or its furnishings is permitted.
- 12) Your property will be neatly stored when not in use. The top bunk utilizes the top shelf, the bottom bunk utilizes the bottom shelf; if there is an inmate on the floor, he may utilize a yellow tub.
- 13) Laundry bags will either hang from the shelf just inside the door or be placed on the floor under that shelf.

TELEPHONE ACCESS: (04/2010)

During the first 48 hours of incarceration, an inmate has access to the Admissions Control inmate phone for collect calls only. It is the inmate's responsibility to file a Telephone Pin Number Sheet to set up their approved telephone numbers and get a telephone PIN number to be used for all phone calls and commissary orders.

Phone debit minutes may be purchased by any inmate from commissary. There is no limit on how much phone debit may be purchased.

Telephone Access continued

Phone system request forms are used to receive a Personal Identification Number (PIN). You must register any phone numbers you wish to call while you are incarcerated. You are allowed a maximum of ten (10) numbers including attorney phone numbers. PIN sheets are also used to ADD and DELETE phone numbers to your PIN. These forms may be requested from the Unit Officer. New inmates will have their PIN sheets processed within 3 (three) business days. All other ADDS/DELETES will be submitted once each month, on the fourth (4th) Tuesday. Changes are effective within three (3) business days.

To use the inmate phones, inmates must follow the verbal prompts. Inmates must dial their commissary inmate ID number adding enough zeros (0) to the beginning of the number to make 10 digits, followed by their assigned PIN ID number (4 digits). The total number of digits used (including the PIN ID number) is 14. All phone calls will be Recorded and/or directly monitored. **If the facility discovers an inmate abusing the system, that number will be blocked from the system. "Abuse" includes but is not limited to: arranging any illegal activity, witness tampering, three-way calling, arranging contraband smuggling, making or arranging for threats to be made; contacting someone who you are restricted from contacting by Court Order and contacting a juvenile against their parent's wishes. If you make an excessive number of calls to any one telephone number, that number will be automatically blocked.**

Toll Free Telephone Line (04/2010)

All persons housed in a Vermont Department of Corrections facility will have the ability to contact the Agency of Human Services Investigations Unit for the purpose of bringing concerns or complaints to their attention. Unit inmate phones will be used for this purpose. There will be no cost for the use of a designated phone line to the Agency of Human Services Investigations Unit. This designated phone line will not be Recorded or monitored by the Department of Corrections. When deemed appropriate, the Agency of Human Services Investigations Unit will conduct an investigation regarding the concern, complaint or allegation.

This phone line will not replace the grievance process currently in place. You are encouraged to continue to use the grievance process for matters that can be resolved by grievances. The Investigation Unit will not conduct investigations regarding matters that are normally addressed by the grievance process.

Examples of APPROPRIATE calls:

- Mistreatment of offenders to include verbal, emotional or physical abuse
- Violations of work rule, state policy and state statute on the part of staff, contract employees and volunteers
- Any activity that causes an unsafe environment to offenders, staff, contract employees and volunteers
- Activity revolving around the use or sale of contraband to include but not limited to drugs, tobacco and weapons
- Discriminating or harassing behavior on the part of staff, contract employees or volunteers
- Romantic, sexual or inappropriate relationships on the part of staff, contract employees and volunteers with offenders

Examples of complaints that WILL NOT be investigated under general circumstances:

- Failure to receive what offender believes to be proper sentence
- Failure to receive access to visitors unless it is believed to be discriminatory or harassing behavior
- Complaints regarding food, unless it is believed to be discriminatory or harassing behavior
- Complaints of not being housed appropriately, unless it believed to be discriminatory or harassing behavior
- Complaints that are normally addressed using the established grievance process, unless it is believed to be discriminatory or harassing behavior
- Complaints where DR's, points or violations are issued, unless it is believed to be discriminatory or harassing behavior

PHONE INSTRUCTIONS

1. You will be asked to press 1 for English, 2 for Spanish, or 3 for French.
2. Press "0" Collect.
3. Then dial 888-881-2345-6789.
4. #55

Section 2

Facility Schedules

HEADCOUNTS: (04/2010)

There are times throughout each day when all inmates are physically counted. When an inmate is in his unit for headcount, it is mandatory that he return to his room and lock the door unless otherwise authorized. When headcounts are called during daily activities, inmates are to remain where they are until the count is secured.

Inmate counts are scheduled as follows:

4:30 AM 12:00 PM (noon)6:30 PM10:45 PM & 11:00 PM
 6:45 AM & 7:00 AM 2:45 PM & 3:00 PM 9:00 PM

The Shift Supervisor may order a **standing headcount at any time**. If ordered, all inmates are required to get up and stand at their bunks. Failure to do so will result in disciplinary action.

Room Inspections are held at the 1200 noon headcount on week days, weekends and holidays.

UNIT MEAL SCHEDULES: (04/2010)

| | BREAKFAST | LUNCH | DINNER |
|--------------|-----------|-------|--------|
| ALPHA | 5:35 | 10:50 | 4:15 |
| BRAVO | 6:00 | 11:15 | 4:40 |
| CHARLIE | 5:10 | 10:25 | 3:50 |
| DELTA | 4:45 | 10:00 | 3:25 |
| ECHO/FOXTROT | 4:30 | 9:45 | 3:15 |

HOLIDAYS: (04/2010)

Units will operate under the weekend schedule on the holidays listed below and on other days as announced:

New Year's Day Independence Day Thanksgiving Day
 President's Day Labor Day The day after Thanksgiving
 Memorial Day Veteran's Day Christmas

LAUNDRY ROOM SCHEDULE: (04/2010)

| Unit | Time | Days of the Week |
|---------|-------------|--------------------------------|
| Alpha | 0800 - 1600 | Monday, Wednesday and Friday |
| Bravo | 1630 - 0100 | Monday, Wednesday and Friday |
| Charlie | 0800- -1600 | Tuesday, Thursday and Saturday |
| Delta | 1600 - 0100 | Tuesday, Thursday and Saturday |
| Echo | 1930 - 2330 | Monday, Wednesday and Friday |

ONLY LINEN DAY IS DONE ON SUNDAY!!!

| | |
|---------|-------------|
| Delta | 0800 - 1000 |
| Charlie | 1000 -1300 |
| Alpha | 1330 - 1600 |
| Bravo | 1600 - 1900 |

ANY LAUNDRY NOT PUT OUT BY THE BEGINNING OF LAUNDRY TIME WILL NOT BE DONE.

Echo linen will be changed through the medium linen stock.

Only the laundry man is allowed inside the laundry room. Any inmate caught loitering near the laundry room or entering the laundry room without approval of staff will receive a DR.

Only laundry soap is to be used for doing laundry. Cleaning soaps ARE NOT to be used in the laundry.

Inmates will be assigned a laundry bag by the facility. Each inmate is responsible for having his laundry bag accounted for during room inspection.

Inmates will be hired by the Unit Leader to wash the facility and inmates' laundry.

VISITING AND VISITOR REGULATIONS: (03/2010)

It is the inmate's responsibility to advise his visitor of the regulations. Failure to comply with any facility rule may result in the termination of the visit, loss of future visiting privileges, or banning from all facilities.

All visitors **MUST** be pre-approved. Upon admission, each inmate is to submit a visiting request form to the Support Officer with up to ten visitors listed. You must include each person's FULL and COMPLETE name, date of birth, address, gender and relationship to you. They will be reviewed and the approval or disapproval will be sent back to you within ten working days. Changes to the list may be made on the calendar quarter. See the request form for details.

Persons restricted from contact with an inmate by Court Order or Department programming will not be allowed.

Persons who are the victim of the inmate, a present or former DOC employee or contractor or under Department supervision will not be allowed. Special exceptions may be made by the Superintendent. Victims may apply to the Department's Victim's Services division for permission to visit. Those under Department supervision may request the permission of their P&P Officer to visit. The supervising P&P Officer must contact the Superintendent in writing or via email. Current or former employees may request the Superintendent's permission to visit.

Inmates convicted of a crime involving the abuse of a child may not receive a visit from a minor without the approval of the Superintendent.

Department of Corrections Staff and Volunteers are mandatory reporters of suspected child or elder abuse. If we have any reason to believe a child or developmentally disabled adult is being used to traffic contraband of any kind, the following will occur:

1. The visitors will be banned from this and all Vermont Facilities and Work Camps.
2. We will notify the Vermont State Police.
3. We will notify the Department of Children and Families (DCF).

VISITING RULES (04/2010)

- 1) All visits will be held in one of the visiting rooms as space permits. Visitors who arrive 30 minutes or less prior to the end of the visiting period may not be admitted.
- 2) Proper photo-identification is required of all visitors over the age of fifteen (15).
- 3) All visitors under the age of eighteen (18) are considered minors. Minors must be accompanied by their parent(s) or legal guardian. They may also be accompanied by another adult authorized by their parent as described below:
 - a. The parents or legal guardian of the minor are to contact the Superintendent, or the designee, between 8 am and 3 pm Monday through Friday to obtain permission for this minor to visit.
 - b. A statement from the parent or legal guardian must be presented at the facility. Such a statement must contain the following and must be **NOTARIZED**:
 - i. Permission of the parent or legal guardian to allow the minor to visit.
 - ii. The name of the person who will be accompanying the minor during the visit. This person must be eighteen (18) years of age or older.
 - iii. No minor may visit without the direct supervision of the person named in the notarized statement. This person **MUST** remain with the minor for the duration of the visit.
 - iv. The Inmate named in this statement is the only Inmate the minor will be allowed to visit.
- 4) All visitors will be checked through a metal detecting device. All persons and items entering or leaving the facility may be searched and/or monitored by the metal detector. All persons may be subject to pat search. All Visitors' foot wear will be searched.
- 5) Visitors will not be allowed in the building if they, in the opinion of the Visiting Officer, have been drinking or are not properly attired. No revealing clothing is allowed. Shoes must be worn (no open toed shoes).

Visiting Rules continued

- 6) All inmates are limited to three (3) visitors at any given time.
- 7) At no time will an inmate be allowed to visit with the visitor of another inmate.
- 8) No food, tobacco or drink will be permitted in the visiting room.
- 9) All children must be kept under control.
- 10) No radios or other sound producing items are permitted in the visiting room.
- 11) There will be no physical contact allowed between Inmates and adult visitors.
- 12) Inmates will be allowed to hug and kiss visiting children 10 years of age or under and developmentally disabled adults at the start and end of visiting. No other visitors will be allowed to have physical contact with the inmates. During the last 15 minutes of visiting, minor children newborn to 5 years of age may sit with and be held by the Inmate
- 13) Visitors may use the restrooms in the public entry area with the permission of the Visiting Room Officer. Children will be accompanied to the bathroom by a responsible adult visitor.
- 14) The inmate will be pat searched before going to the visiting room. The inmate will be strip searched before returning to his unit.
- 15) Inmates are not permitted in the visiting room if they do not have a visit.
- 16) Inmates are not allowed into the visiting room before their visitor(s).
- 17) Inmates are not permitted to leave the visiting room without the permission of the Visiting Officer. If an inmate leaves the area, his visit will be terminated.
- 18) Inmates are not allowed to accompany a visitor out of the visiting room.
- 19) Inmates are responsible to keep their visiting area clean at all times.
- 20) Any fighting, yelling, arguing, or other disruptive or loud behavior will be grounds for termination of the visit.
- 21) No items may be exchanged between an Inmate and visitor without the permission of the Supervisor.
- 22) Inmates and visitors are subject to legal prosecution if they are responsible for contraband (drugs, alcohol, weapons, etc.) entering the facility. All items brought in by visitors are subject to search.
- 23) Outer garments, such as coats, jackets and hats, must be left in the area provided in the Administrative area.
- 24) This facility will not assume liability for lost or stolen items. All valuables should be left in the vehicle.
- 25) All vehicles will be secured in the parking lot. Small children or pets may not be left unattended in vehicles or on state property.
- 26) Visitors will park in the lower parking lot or in front of the Regional Facility.
- 27) Pets are not allowed on state property.
- 28) Money will not be exchanged between the visitor and inmate; doing so will terminate the visit.
- 29) The tables in the visiting room are for the purpose of separating visitors and inmates. All visitors will sit on one side of the table and all inmates will sit on the other side of the table.

Visiting Rules continued

30) In the opinion of the Visiting Officer or supervisor, non-compliance with any of the above rules by an inmate or visitor will result in immediate termination of the visit, may cause disciplinary action to be taken, and/or revocation of all visiting privileges.

Visitors Dress Code: (04/2010)

FAILURE TO COMPLY WITH THE DRESS CODE WILL RESULT IN DENIAL OF VISITS.

Visitors are prohibited from wearing:

- Clothes with holes, rips, tears, pockets torn so as to allow access beneath the garment (Clothing must be completely intact.)
- Clothing which closely resembles Correctional Officer or Law Enforcement uniforms (police, sheriffs, marshals, etc.)
- Sweat suits
- Hats, headbands and/or hooded clothing
- See-through clothing of any kind
- Tight-fitting clothing
- Low cut and/or V-neck sweaters, blouses, shirts
- Shirts or blouses too short to tuck in; shirts or blouses which expose the midriff
- Tank, halter and/or tube tops
- Clothing which, in the opinion of the staff person registering the visitor, appear provocative or inappropriate (such as, shirts that fail to conceal inflammatory tattoos or convey anti-social messages)
- Metal hair ornaments

Exceptions: Children ten (10) years old and younger may be allowed to visit wearing shorts, skirts and/or dresses shorter than mid-thigh, rompers, sleeveless shirts, etc. The discretion of the staff person registering the visitor will prevail.

VISITING SCHEDULE: (04/2010)

If you wish to change your visiting period, you must request a room change that schedules you into the time slot you wish. There will be no exceptions to the regular visiting schedule.

| | | | |
|---|---------------------|----------------|-------------------|
| A | Unit Top Tier | MONDAY..... | 6:00 PM - 7:15 PM |
| | Bottom Tier | MONDAY..... | 7:45 PM - 9:00 PM |
| B | Unit Top Tier | TUESDAY..... | 6:00 PM - 7:15 PM |
| | Bottom Tier | TUESDAY..... | 7:45 PM - 9:00 PM |
| C | Unit Top Tier | WEDNESDAY..... | 6:00 PM - 7:15 PM |
| | Bottom Tier | WEDNESDAY..... | 7:45 PM - 9:00 PM |
| D | Unit Top Tier | THURSDAY..... | 6:00 PM - 7:15 PM |
| | Bottom Tier | THURSDAY..... | 7:45 PM - 9:00 PM |

E & F One visit per week for up to 1.5 hour in the no contact room, between 8:00 am and 1:00 pm, on Monday through Friday except holidays and Parole Board days. You must submit a request form to the first Shift Supervisor requesting a visit for a specific date and time with the name(s) of visitor(s) you wish to see.

ORGANIZED RECREATION/LEISURE TIME: (04/2010)

Please refer to the schedule below;

| | |
|---|--|
| AM Weekdays | Afternoon Weekdays |
| 0850 - 0950 Delta and Charlie outside Rec | 1300 -1345 Delta and Charlie outside Rec |
| 0950 - 1050 Alpha and Bravo outside Rec | 1345 - 1430 Alpha and Bravo outside Rec |

There is a 4 foot "NO GO ZONE" within the inside perimeter of the Rec yard. Any inmate caught crossing that line will receive a disciplinary report and be restricted from the Rec yard for the remainder of the day.

It should be noted that there will be times when the Rec yard will not open due to extenuating circumstances such as: lightning storms, below zero weather, work being done on the building or in the Rec yard, or at the discretion of the on duty Shift Supervisor

The back Rec yard (Rec yard 2) will open and closed at the discretion of the on duty Shift supervisor.

Recreation on second shift and weekends is a privilege and is determined by the on duty Shift Supervisor.

PRIVILEGED ACTIVITIES (04/2010)

Special events, Tournaments, evening and weekend gym and yard access are limited to inmates who have no Disciplinary Report convictions in the past two weeks, are not pending any Disciplinary Reports, and are not on a disciplinary sanction.

GYM SCHEDULE (04/2010)

Alpha, Bravo, Charlie and Delta Units have access to the gym during their scheduled morning outside Rec time.

Delta and Charlie have Rec time from 0845 to 0945. Delta and Charlie unit inmates will be able to enter the gym from 0845 to 0945; Inmates will be denied entry after 0855. Alpha and Bravo inmates have Rec from 0945 to 1045. They can only access the gym between 0945 and 0955; Inmates will be denied entry after 0955.

Once an inmate chooses to leave the gym, they may not re-enter unless he was called out by a staff member. That inmate must be called back to the gym by that staff member in order for to gain access to the gym again.

The gym is open Monday through Thursday and will be supervised by the Rec Coordinator.

UNIT LEISURE (04/2010)

Unit tournaments will be brought up to the unit Rec representative.

GENERAL TV RULES: (04/2010)

CMT, VH1, MTV or any other music/video channel will not be turned on.

- 1) The television will be turned off during headcounts and facility emergencies.
- 2) Inmates are not to touch the remote control or the TV at any time or for any reason. The Unit Officer will control the volume and will maintain control of the remote control.

E and F Unit Recreation (04/2010)

- 1) Restrictive Housing cells must pass inspection standards.
- 2) 60 minute Recreation periods;
 - a. Disciplinary segregation - inside only
 - b. Ad Segregation Phase I - inside only
 - c. Ad Segregation Phase II - inside/outside
- 3) Phone Calls;
 - a. Disciplinary segregation - 1 call per week
 - b. Ad segregation phase I - 1 call per week
 - c. Ad segregation phase II - 3 calls per week
- 4) All phases can have an additional 10 minutes to take showers only.
 - a. Inspect shower after use.
 - b. Clean if necessary.

Section 3

Legal Information

INMATE ACCESS TO THEIR ATTORNEYS AND THEIR REPRESENTATIVES: (04/2010)

The following rules, regulations, and procedures will apply to inmate's attorneys and/or their representatives whenever they desire to visit the Northeast Regional Correctional Facility in order to provide legal counseling to inmates.

Inmates shall have access to attorneys or their designated representatives under the following conditions:

- 1) Attorneys or their authorized representatives may visit their clients Monday through Friday from 8:00 am to 4:00 pm or during regular visiting hours. After-hour visits with attorneys or their authorized representatives must be requested and approved by the Supervisor on duty prior to the attorney's or authorized representative's arrival.
- 2) Legal visits will be in the no-contact visiting room or Sierra 4. At no time will attorneys or their authorized representatives be allowed access to the living units.
- 3) Upon arrival at this facility, the attorney or their authorized representative shall present proper identification, have all bags checked for contraband, sign the appropriate visitor log, and be issued a visitor tag. No type of sound recording device, cell phone, pager or camera will be allowed into this facility without prior written approval of the Superintendent.
- 4) Incoming legal calls will be patched through to an in-house phone accessible to the individual inmate only after the caller has been verified as an Attorney,
- 5) Legal mail (that is mail from Courts, lawyers, Vermont or Federal Officials) will be opened and inspected for contraband. Such mail will not be read or censored.

DETENTIONERS: (07/2005)

As a detentioner in the Regional Facility, you will be required to perform work within your living unit; for example, cleaning your room, day-room, showers, etc. You will not be required to work elsewhere unless you volunteer to do so. In respect to this however, some unit programs have standards that must be met by you in order to remain in that program. If you wish to participate in a particular program but do not meet these standards, you will not be allowed to remain in that program.

Inmates who have dual status as a sentenced/detentioner will be regarded as a sentenced offender for institutional work purposes but their detainer will prevent them from being housed at a security level less than medium.

Detentioners have a legal right to pay bail at any time. If using a bondsperson or other party, bail can **only be posted at the facility if the Courts are closed**. If using funds from his account, an inmate can post bail by completing a "Money Request Form". All Money Request Forms will be processed during normal business hours.

NOTARIES: (10/2003)

Shift Supervisors and Administrative Assistants are Notaries and may perform this function for any in-State documents. Out-of-State documents may require a Notary Seal.

PHOTOCOPIES: (04/2010)

To request personal or legal photocopying, submit a request form to the Law Librarian, who will forward your request. Your Inmate Money Account will be charged .05 per page; a completed money request form will also need to be attached once it has been approved by your Caseworker.

Medical photocopies are requested through the Medical Department Administrative Assistant. Your Inmate Money account will be charged .05 per page.

LAW LIBRARIES: (04/2010)

The law library will be maintained in the 133 room in the admissions area. The law library/legal access program will be administered through Central Office. The contact person for this facility is listed on Page 2 of this Handbook.

An Inmate law librarian must be present whenever inmates access the law library. A maximum of four inmates will be allowed in the law library at one time at a ratio of one librarian to one inmate.

The law library will be cleaned on second shift by an A-unit resident at the direction of the AC Officer.

The reading material in the library shall remain there. Inmates are not allowed to keep any books or pamphlets from the law library in their cells.

Staff members are not to read inmate's legal paperwork.

Inmates wishing to utilize the law library must sign up on the daily sign-up sheet posted in the Units. The Admissions Officer will call inmates up for access to the Law Library to keep a consistent flow when Admissions is not busy. If the room is vacant and there is no unusual activity in the area, access will be allowed. The Law Library is also used for other activities if no other rooms are available.

Operating hours will be 0800 - 1100, 1300 - 1430 and 1600 -2100 for residents of A, B, C, and D. The Law Library is usually open 7 days a week to make up for times when it is not available during the week.

The Restrictive Housing inmates (E and F Units) must sign up on the daily sign-up sheet and they can meet with a Law Librarian through the Sierra 6/131 no-contact visiting room when it is not in use. The Law Librarian can get copies of the information the inmate needs.

Should the Restrictive Housing inmates need to confer with an inmate from another part of the building because one is the other's hearing assistant, the inmates shall use the Sierra 6/131 no-contact visiting room and not be left alone in the same room.

Prison Rape Elimination Act

An Overview of **PREA** for Offenders Know Your Rights and Responsibilities

Sexual exploitation is sexual abuse or sexual assault. It includes sexual activity between staff and offenders.

SEXUAL ABUSE OR ASSAULT BETWEEN OFFENDERS

Offender(s) involved in or attempting a sexual act with another offender. This includes the use of threats, intimidation, touch or anything used to pressure another to participate in sexual activities.

Some Examples may be:

- ▯ another inmate threatens you if you do not have sex with them.
- ▯ another inmate touches you while you are sleeping.
- ▯ an inmate sexually violates you with an object or any part of their body

SEXUAL ASSAULT IS NOT PART OF YOUR SENTENCE

STAFF SEXUAL MISCONDUCT

Sexual exploitation happens any time a staff member, agent or volunteer makes a sexual advance or engages in sexual contact with an offender. Any sexual act with staff is against the law.

A wide range of behaviors are inappropriate and are against the rules.

Some examples may be:

- A medical staff person offers to bring in contraband if you perform a sexual act.
- A mental health provider offers to pay you to pose for photographs.
- A correctional Officer begins a sexual relationship with you.
- A volunteer discusses sexual preference with you.
- A Caseworker telling you that their partner is cheating on them.

TELL SOMEONE

- Talk to a trusted staff member
- Prisoners Rights
- Vermont Protection and Advocacy.
- Write directly to the Superintendent/Facility Director
- File a formal grievance
- Your attorney.
- Investigations Unit toll free. This number connects directly to the Investigations Unit. This unit is independent from the Department of Corrections

PHONE INSTRUCTIONS

1. You will be asked to press 1 for English, 2 for Spanish, or 3 for French.
2. Press "0" Collect.
3. Then dial 888-881-2345-6789.
4. #55

Questions and Answers

Q. What if I have consensual sex with another offender?

A. Sexual interaction between inmates is against facility rules and regulations and will be handled through the inmate discipline process.

Q. Why is all sexual conduct between staff and offenders considered misconduct?

A. Because sexual contact between staff and inmates is an abuse of power. Staff has ultimate power and

they often control the way you serve your time.

PREA continued

Q. Do some offenders invite sexual abuse?

A. No. It is never ok for a person to engage in unwanted sexual contact or engage in inappropriate sexual behavior with someone who does not want to.

Q. What if I willingly participate in sex with staff? Is this sexual misconduct?

A. Yes. There is no such thing as consensual sex with staff. There is an imbalance of power. You may not be able to end the relationship even if you wanted to. Fear of what the staff member may do or of not being believed is very strong.

Support System

Serving time is not easy and sex only makes it more difficult. It doesn't matter whether it is with staff or an offender. Deciding whether or not you will formally report it, is a VERY difficult decision. It is important that you have support. Here are some organizations you can contact:

Facility Law Library

Each law library has End the Silence, which was written to help inmates keep themselves safe.

ACLU National Prison Project

1875 Connecticut Ave. NW, Suite 410 Washington, DC 20009

(202) 234-4830

C.U.R.E

P.O. Box 3210

National Capital Station

Washington, DC 2001

(202) 789 - 2126

Humans Rights Watch

350 Fifth Ave, 34th Floor

New York, NY 10118-3299

(212) 290 - 4700

Section 4

Personal Care

HAIRCUTS (10/2007)

Inmates may cut each other's hair. Electric clippers are supplied by the facility. You need to ensure the clippers are lubricated and disinfected before & after each use. The oil is available from the Unit Leader or the Unit Officer. Hair may not be saved for any purpose; it must all be disposed of after the hair cut. Inmates may go shirtless while the haircut is being done.

On 1st shift, hair cuts may be done in the unit at the discretion of the unit Officer. On 2nd shift, haircuts are done at the discretion of the on duty Shift Supervisor.

Inmates in the Restrictive Housing units may cut each others hair every 30 days. Inmates need to requests the Unit Officer. At the discretion of the Unit Officer, the hair cut will take place in a chair in front of the Officer's desk.

HEALTH CARE SERVICES: (05/2010)

If you are having chest pain, a diabetic crises or are bleeding heavily, notify your Officer immediately.

If you are not feeling well and need to see the Facility Nurse, request a Sick Call Request form from the Unit Officer and fill out the top half of the form. You need to explain your problem in detail. **Inmates must place the Sick Call Request form in the unit sick call box.** The Nurse will pick up these slips at 7:00 AM.

Once your medical complaint has been reviewed, it may be referred to the facility Physician for further treatment or evaluation. Emergency referrals will be dealt with through the services of a local hospital. There may be occasions when you bring medical problems to the attention of non-medical staff. At such times, a Shift Supervisor may require that you lie on your bunk until you can be seen by the Health Care Specialist.

Submitting a Sick Call Request will not automatically excuse you from performing your daily work assignment, education, or your normal daily routine. Should it be determined by the medical department of this facility that you are feigning (faking) illness or malingering, you will be charged with the appropriate rule infraction.

Sick Call:

Normal medication calls begin at 8:00 AM and 6:50 PM. Inmates will be called one unit at a time. Those inmates who have medications due outside these times will be called individually for their medication. Any inmate receiving oral medication will be required to "prove" themselves by showing an Officer their cleared mouth.

It is your responsibility to attend med call at the proper times. When waiting in line for medication, you are to stay tight to the wall opposite the infirmary. Failing to report, even if you will be refusing your meds that day, or reporting when you do not have meds to receive, will result in a disciplinary report. It is your responsibility to attend med call. If there is a time conflict with another activity, med call comes first. It is up to you to work out the conflict with the person supervising the other activity.

Basic hygiene supplies and nail clippers are NOT available from the Health Center. You may order them through commissary, or ask your Unit Officer for other options.

If you arrive at the med room without prior permission or without being paged, you will receive a disciplinary report.

ALTERNATIVE DIETS (Medical/Dental/Religious): (04/2010)

The only specials diets that will be approved are those for medical reasons and religious diets. Medical requests must be made to and approved by medical staff and will be in effect for a time period that does not exceed 90 days. Special medical diets are void after 90 days and must be reviewed and, if necessary, reissued by medical staff. Religious diet requests must be approved by the Food Services Supervisor and the Inmate's Caseworker; they must be approved by the Assistant Superintendent. The request must contain the name of the Religion and the reason the diet is necessary in observing that Religion. A religious diet participation agreement will be signed.

Any non-compliance to the religious diet will result in suspension of that religious diet for 1 full year. Individuals may re-apply after the one year suspension. Special religious diets will only be in effect from the date of issue until the day the inmate leaves the facility. If an inmate is subsequently returned to the facility, the inmate must reapply for a special religious diet consideration. See Directive 354.05 for details.

It is the sole responsibility of the Food Service Supervisor to determine the menu items for both special medical and religious diets. This facility does not make special accommodations for vegetarians.

GRIEVANCES: (04/2010)

The Department realizes that many complaints or issues that an offender/inmate may have are resolved by talking to staff informally. We encourage you to continue to use this positive approach to problem-solving. Nevertheless, you do have the right to file grievances concerning alleged actions by the Department and its representatives. While you may write the Commissioner at any time, the offender grievance system is the administrative process to try to resolve conflicts or problems in a timely manner. If you wish to exercise this right, you must follow the procedures outlined below. See Directive 320.01 for details.

NOTE: You must attempt an informal resolution with staff and document that before filing a formal grievance. You may ask for help in filling out the *Informal Complaint & Plan for Resolution Form*.

With the exception of grievances that alleged staff misconduct or criminal activity, all grievances investigated by the Department of Corrections will adhere to the timelines detailed below.

Steps in Filing a Grievance:

1. Talk with the staff member and fill out an Informal Complaint form with that staff member.
2. Write the plan to solve the problem on the Informal Complaint Form. Both of you must sign the form.
3. If you both agree with the plan, the process is finished

a. General Issues

- At this facility the forms relating to the grievance system are in the inmate Law Library and all living units.
- In out of state facilities all forms relating to the grievance system are in the inmate law library.
- In field offices, these forms are in the waiting area.
- You may ask Corrections staff for any grievance form; staff will provide one by the end of their shift.
- You may ask Corrections staff or a trained volunteer for help filing an informal complaint or a grievance.
- No staff member may retaliate or threaten to retaliate against you for using the grievance process.
- You should report any time you believe you have suffered retaliation or the threat of retaliation regarding your use of the grievance system to the Superintendent/District Manager/OOS Supplemental Housing Manager, any supervisor, or the Agency of Human Services Investigation Unit as soon as possible.

b. Informal Complaint:

- **You must make an attempt at an informal resolution before filing a formal grievance.**
- You must voice or file the informal complaint within 10 business days of the cause of the complaint.
- You write it using the *Informal Complaint & Plan for Resolution Form, Grievance Form #1*.
- If a plan is agreed upon, you must record it using the *Informal Complaint & Plan for Resolution Form (Grievance Form #1)* and have a staff member sign the form.
- If a plan to resolve the informal complaint is not agreed upon within 48 hours, you may proceed to the formal grievance process.

c. Formal Grievance:

- * You must file a formal grievance within 14 business days of the unsuccessful outcome of a complaint.
- * You must complete the *Offender/Inmate Grievance Submission Form (Grievance Form #2)*.
- * You will receive a response within 14 business days. (Day 1 of 14 is the first full business day after the formal grievance was received by local facility or field office staff or the Out of State Unit.)
- * You may file only one (1) grievance at any one time on a single incident or item of concern.
- * At this facility, most formal grievances are reviewed by a Shift Supervisor prior to investigation

d. Acceptable vs. Unacceptable Grievances

- You may file a grievance for conditions of confinement such as, but not limited to:
 - o An alleged violation of civil, constitutional or statutory rights, or of a departmental administrative directive;
 - o An alleged criminal or prohibited act by a staff member, volunteer, contractor, or another inmate/offender;
 - o Unsafe or unsanitary conditions;
 - o Any other matter relating to access to privileges, programs and services, conditions of care or supervision under the authority of the Department of Corrections, to include rights under the federal Americans with Disabilities Act.

- If your grievance is rejected, you will receive a copy of *Grievance Submission Rejection Memo*, (*Grievance Form #4*), listing the reason(s) why the grievance was rejected.
- You may re-write the grievance and file it again, if you choose.

GRIEVANCES continued

Note: No grievance that alleges serious staff misconduct, criminal activity or sexual, physical or psychological abuse or assault will be returned or otherwise dismissed for any of the reasons listed below.

- The Department may reject and return your grievance if:
 - o You have not used the informal complaint process first unless the grievance is 1) an emergency or 2) alleges serious employee misconduct;
 - o You use profanity, derogatory or obscene statements or the grievance is meant simply to harass without mention of any grievable action or event;
 - o The grievance is repetitive or identical to another grievance filed by you which is now in process;
 - o The grievance involves actions and events that have another existing appeals process or are already under formal investigation or appeal;
 - o The grievance involves decisions made by the Court or by the Parole Board that the Department has no jurisdiction to overturn;
 - o The grievance is incomplete in that it does not mention any grievable event or provide information that can be investigated;
 - o You did not file the grievance within the formal grievance timeline, without cause.

e. Emergency Grievances:

- An emergency is an issue that presents (1) a threat of death or injury, (2) a threat of disruption of facility or field operations, or (3) a need for speedy resolution because the time is running out when meaningful action is possible.
- You should file it immediately.
- Complete the *Offender/Inmate Grievance Submission Form*, (*Grievance Form #2*) and
 - o write the word "EMERGENCY" on the top of the form
 - o tell correctional staff that you have a written "emergency grievance" to declare.
- You will receive an initial response within 8 hours; the final resolution may take up to 10 calendar days.

f. Appeals by the Offender/Inmate:

You may appeal the Superintendent's/District Manager's/OOS Supplemental Housing Manager's decision about your grievance. First, you would appeal to the appropriate Corrections Executive.

- Appeal to a Corrections Executive
 - o You must file your appeal to a Corrections' Executive within 10 business days of the outcome of a formal grievance.
 - o You complete the *Decision Appeal to Corrections Executive*, *Grievance Form #5*
 - o The Corrections Executive will respond to you within 20 business days.

If you are not satisfied with the decision of the Corrections Executive, you may appeal to the Commissioner.

- Appeal to the Commissioner
 - o You must file your appeal to the Commissioner within 10 business days of receiving the appeal response from the Corrections Executive.
 - o You complete the *Decision Appeal to Commissioner*, *Grievance Form #7*
 - o The Commissioner will respond to you within 20 business days.
- Staff will screen appeals involving Emergency Grievances for as quick a response as needed.

g. Continuances:

- The Department of Corrections may apply continuances once during a formal grievance, once during the Appeal to a Corrections Executive and once during the Appeal to the Commissioner.
- A continuance will not be longer than 20 business days.
- You will be notified, in writing, of the length and reason for a continuance.

Offenders/inmates must exhaust administrative remedies provided by the Department of Corrections' grievance system before beginning litigation.

If a plan is not agreed upon within 48 hours of filing an informal complaint, you may file an Inmate Grievance

Submission Form. You must include the Informal Complaint Form plan. The only times you may file a formal grievance without first using the Informal Complaint process are: 1) When the grievance is an emergency (see section e above) or 2) involves serious employee misconduct.

MAIL: (04/2010)

LETTERS--GENERAL

All letters, including legal letters, will be opened and inspected in the presence of the inmate to whom it is addressed. Normally this process will include opening the envelope, inspection of the envelope, and the opening of any folded material in the envelope. Under no circumstances shall the contents be read. The contents will be given to the inmate to whom it was addressed. If the inmate needs the return address, he may request that the return address be torn off and given to him. Return address labels will not be given to the inmate. In your letter to family and friends, be sure to tell them to write their return address on the letter or envelope.

If contraband is discovered, the letter and envelope will be seized until it is determined if the letter itself poses a threat to the safety of the facility. This shall not take longer than twenty-four (24) hours from the discovery of contraband.

OUTGOING

Outgoing correspondence from any inmate to any public official within the State of Vermont or the United States shall not be inspected. This will include legitimate letters addressed to attorneys and Courts. Such mail will not be inspected, opened, copied, examined, or impeded in any way. However, a complete return address must be shown or a delay in forwarding will occur. The return address for your living assignment should read as follows:

Inmate Name
Northeast Regional Correctional Facility
1270 U.S. Route 5 South
St. Johnsbury, VT 05819-8502

Inmates are allowed to mail seven, one-ounce, first class envelopes each week; the week runs Sunday through Saturday. Stamps will be placed on the inmate's mail by the facility and a record will be maintained for the amount of stamps used. All unstamped mail exceeding the seven, one-ounce, first class envelopes weekly limit will be returned to the sending inmate. Inmates have the option of purchasing additional stamps through commissary.

Inmates are only allowed to use their own name on correspondence.

Envelopes and paper are available through Commissary. This facility may supply up to 14 sheets of paper and 7 envelopes per week to indigent inmates. **Envelopes may not be altered in any way and must comply with United States Postal Service (USPS) Regulations for first class mail. All envelopes that exceed one ounce, first class USPS size regulations (11 ½ long X 6 1/8 high X ¼ thick) will be returned to the inmate for postage.**

All outgoing mail is stamped "INMATE CORRESPONDENCE". Outgoing mail, with the exception of inmate-to-inmate mail, shall not be inspected unless the Superintendent (or other designated employee) has reasonable suspicion to believe that the mail may pose a threat to the security and safety of the facility, its employees or residents, or that mail may contain contraband

The Superintendent (or designated employee) has the right to withhold and prevent the transmission of outgoing mail if: the material constitutes a danger to the security of the facility; it contains contraband as defined by the rules of the facility; the recipient has stated they do not want to receive mail from the inmate; there is a legal order disallowing contact. If mail is withheld, the Superintendent shall return it to the sending inmate, unless such return would constitute a threat to the security and safety of the facility, and provide the sending inmate with a reason for the refusal to transmit. The Post Office has also directed that mail with nude/semi-nude or obscene pictures or text on the outside of the envelope will not be accepted by them.

You will be notified of any withheld mail, either outgoing or incoming, on the next business day. Any inmate whose mail is withheld or returned as above shall have the right to grieve such action through the normal

grievance procedure.

Only the sender can trace registered or insured mail through the United States Postal Service.

Mail continued

INMATE-TO-INMATE MAIL (04/2010)

An inmate may not correspond through the mail with another inmate committed to the custody and supervision of the Department of Corrections, whether they are in the same facility or in different facilities, except as follows:

- 1) The inmates must be immediate family members, to include spouses, civil union partners, parents and step-parents, sisters, brothers and step-siblings, children and step-children, grandparents and step-grandparents, grandchildren and step-grandchildren;
- 2) The Treatment Team determines that the correspondence is in the best interests of both parties;
- 3) To communicate with another inmate regarding legal matters as long as the Superintendent/designee knows the second inmate customarily offers legal advice to other inmates;
- 4) As long as the correspondence has been approved by the Superintendent/designee, at their sole discretion.

A Request for Inmate to Inmate Correspondence Form should be completed and given to your Caseworker for investigation to determine if the request is in compliance with these provisions. If it is, the request will be forwarded to the Superintendent/designee at the receiving facility for their investigation of compliance. If approved at both facilities, the inmate will receive a copy of the completed form; if the request is not approved, the reason for denial will be communicated to the inmate.

Inmate to inmate correspondence will not be considered privileged correspondence and may not be sealed until after a designated staff person has reviewed it.

The authorization of inmate-to-inmate correspondence may be withdrawn in the following circumstances: the original approval no longer applies or is found to be erroneous or deceptive; the safety, security or good order of the facility is jeopardized; or one or both of the inmates have violated facility or Department rules.

CERTIFIED LETTERS

Certified letters may be sent out providing proper paperwork has been Received. The cost will be deducted from the inmate's account.

INCOMING CORRESPONDENCE

Mail is processed Monday through Friday, excluding holidays. All incoming mail **MUST** have a legible and proper return address. If it does not it will be classified as suspicious, sealed and destroyed. All other incoming letters will be opened and inspected for contraband in the Inmate's presence, if his behavior is appropriate. The following shall apply for the items listed:

PACKAGES (10/03)

Personal packages generally will not be accepted. The facility will accept legitimate packages from businesses and pre-approved items with a legible and proper return address. If friends or family try to use this option to send contraband in, the privilege will be revoked. Unauthorized or improperly labeled packages will be classified as suspicious and destroyed. For further information see also Inmate Property Allowance.

FORWARDED MAIL

This facility will only forward first class mail. It is the inmate's responsibility to request from security a forwarding address slip upon being released.

MAIL VERIFICATION

All mail, received and sent, must have a return address.

LOST MAIL

Should an inmate not receive expected mail, he may contact the Post Office to place a tracer on it.

Only registered or insured mail may be traced.

Section 5

Money & Commissary

FACILITY COMMISSARY SYSTEM: (04/2010)**COMMISSARY:**

This facility has a commissary system for inmate supplies and money accounts. The guidelines are listed below.

Inmates have access to the commissary phone in each living unit. Orders are placed using the inmate commissary number and PIN (a total of 14 digits).

Commissary menus are posted in each living unit.

Orders must be placed by 11:00 PM on Monday night for delivery that week. An Inmate may place as many orders as he wishes. The orders will be filled in the order in which they were placed.

Commissary orders are filled in priority order based on the order the item is placed. If an inmate has enough funds for item #1 then item #1 will be filled in the order. If enough funds remain for item #2, then item #2 will be filled and so forth through subsequent items. If an inmate does not have enough funds for item #1, then item #1 will be skipped and the next item in order will be checked until all items for which there are sufficient funds have been checked and purchased.

There are no provisions for late orders. If you miss the deadline, you will not have an order that week.

Inmates must ensure they are in compliance with the cell item list for their unit. If they are not, they will receive a disciplinary report. Any item ordered through commissary (whether intentional or not) that is not on the cell item list will be confiscated and destroyed. Inmates moved to E/F unit after placing an order will have most of their unauthorized non-perishable commissary items stored until they move back to medium.

Commissary will be delivered and distributed on Wednesday, Thursday, or Friday of each week. Inmates who enter the distribution area without being called by the Officer may be subject disciplinary reports. Any problems with an order should be brought to the Officer's attention prior to leaving the area where commissary is being distributed. Once an inmate leaves the distribution area, the order is considered to be completed and in inmate's possession.

All commissary orders are limited to no more than \$85.00 worth of merchandise. There is no limit, however, on the amount of phone debit an inmate may buy on a commissary order. Phone debit **does not** count toward the \$85.00 merchandise limit.

In addition to the above, E/F unit is restricted to ordering writing materials and personal care items allowed on the E/F cell item lists. CHECK THESE LISTS IN THE INMATE HANDBOOK PRIOR TO ORDERING.

NOTE: When an inmate submits a commissary order, the inmate has authorized the commissary purchase to be made and the order cannot be "cancelled". If an inmate leaves the facility prior to the commissary arriving, it is the responsibility of the inmate to make arrangements to retrieve the commissary order within ten (10) days or the facility will dispose of the commissary order. If you are released before a Commissary order arrives, you have 10 days to make arrangements to pick it up at the facility; it will be destroyed after 10 days. If an inmate has been transferred to another facility within the State of Vermont, the facility will forward the commissary order to that facility. Commissary items are considered inmate property. An inmate may never give commissary to another inmate.

*Facility Commissary System, continued***Inmate Money Accounts:**

All money is contraband for all inmates.

Only bank checks and money orders will be accepted for deposit into an inmate account; all must be mailed to

Vermont Department of Corrections
Inmate Trust
P.O. Box 1344
Williston, Vermont 05495-1344

You can get the required deposit coupon from your Unit Officer. You must include your Inmate number on the form when it is mailed. Be sure to tell your family what your number is. Money orders and bank checks must have the inmate's name on them. Family members and friends can get the necessary form and information from the web page: <www.doc.vermont.gov/informatonforinmate-famileis-friends>

All other monies (including cash and personal checks) will not be accepted and will be returned to sender. Bank checks and money orders **CANNOT** be mailed directly to the inmate. Any monies received by an inmate will either be mailed out through the inmate's daily postage allotment or at the expense of the inmate.

At no time will monies of any kind be accepted during visiting, special visits, attorney visits or other facility events.

INMATE MONEY: (04/2010)

- 1. Receipt and Disbursement Form (F161):** The Receipt and Disbursement Form must be used whenever transactions occur between the inmate and the Facility. The forms must always be signed by the Officer and the inmate to indicate agreement of the transaction which occurred and can be used to settle misunderstandings at a later date. The inmate receives the white copy of Form FI61.
- 2. Money in Facility/Units:** All money of any kind is contraband in this facility. This includes, but is not limited to, cash, coin, checks and money orders.
- 3. Money on Admission:** When an inmate is admitted into the facility, he must turn in all money on his person. The Officer will fill out Form FI61 and enter the total amount of money the inmate has in his possession. Both the Officer and the inmate will sign the Form FI61. The inmate Receives the original white copy and the yellow copy will be maintained for facility Records.

When an inmate enters the facility with a check, the staff member must verify that it is acceptable (money order, certified bank check, a check from another Correctional Facility, Government Check, or Work Release Check). If the check is acceptable, the Officer will complete form FI61. Both the Officer and inmate sign form FI61. The inmate is given the original white copy and the yellow copy will be maintained for facility Records.

- 4. Personal Checks: WE DO NOT ACCEPT PERSONAL CHECKS.** If an inmate comes into the facility with a personal check, it is treated as a valuable and listed on Form FI62. The inmate must fill out an envelope with an address to which the check will be mailed. The inmate Receives the original white copy of Form FI62 and the yellow copy will be maintained for facility Records.
- 5. Money through the Mail:** We do not accept monies through the mail addressed to an inmate. If the inmate

receives monies of any kind in the mail the Officer will fill out Form F161. The check/money order number and amount or the cash amount will be entered in the "Received" area. The name and address of the person the monies will be sent back to will be written under the staff signature. The inmate will Receive the original white copy of Form F161 and the yellow copy will be turned into the AC lock box and maintained for facility Records.

The monies will then be returned to sender per the inmate "outgoing correspondence" policy.

Inmate Money continued

6. **Money found in inmate's possession:** Money found in the units or on an inmate's person, will be seized and forfeited to the Vermont State Treasurer. Per directive 410.03 discipline MAY be applied in addition to dealing with the money as described. When money is seized from an inmate, all money in the inmate's possession at the time of seizure must be accounted for on Form F161. **If an inmate attempts to mail monies out of the facility, the above rule applies and any amount is seized and forfeited to the State of Vermont.**
7. **Types of Requests:** The following are requests that inmates may ask for and must be accompanied by a "Money Request Form":
 - a. Money out of their account to post their bail.
 - b. Money to a company or person to pay a bill for the inmate (must have original invoice addressed to the inmate). The inmate's Caseworker will verify and approve the bill prior to a check being issued.
8. **Inmate Getting Ready for Release:** Inmates who are getting ready for release often need money out of their accounts to setup their living arrangements, i.e., telephone, electricity, etc. Any special requests in regard to this must go through their respective Caseworker for review and approval prior to going to the Administrative Assistant A for processing.

INMATE VALUABLES: (10/03)

The disposition of all inmate valuables will be done in accordance with facility procedure 321.01.02. During the intake process, all valuables possessed by an inmate that the inmate is not allowed to retain will be mailed out to an address of the inmate's choice. The address must be placed on the inventory form. Inmates will be responsible for keeping the white copy of form F162 (90) to verify to Security staff in the facility that they have ownership of all valuables in their possession.

Valuables are considered inmate property and may never be given to another within the facility. Any valuables found on an inmate that cannot be accounted for on the inmates F162 (90) forms will be considered contraband and seized in accordance with facility contraband and seizure policies. The facility is not responsible for any property in the inmate's possession.

Inmates are responsible for all allowable valuables items (e.g.: watches, wallets, etc.) that an inmate chooses to keep on his person. Subsequent loss will not be compensated by the facility.

Section 6

Property
&
Contraband

CONTRABAND: (03/06)

Anything not specifically approved for possession in your living unit, anything in a quantity greater than allowed in your living unit, anything whose source is not approved, and anything altered for a purpose other than what it was intended is contraband. Any item that has an intended purpose of circumventing any facility rule is contraband.

Firearms, weapons and explosives are contraband. Child pornography, escape plans, instructions for any form of hand-to-hand combat, locksmithing, weapons manufacture, smuggling or intoxicant manufacture, are contraband. Any map, blueprint, schematic or information about construction materials that may be used in an escape plan is contraband. Law enforcement, military or correctional equipment or tactics material is contraband. Material marketing items whose purpose would circumvent facility rules is contraband.

Money is contraband.

Anything written in code is contraband. Any written attempt to threaten or coerce another person is contraband. Any written attempt to contact persons whom you are forbidden by to contact by a Court Order or Department program, or who have notified the facility that they do not want you contacting them, is contraband. Any item disallowed by the laws of The State of Vermont or The United States of America are absolute contraband for inmates in this facility.

Any item confiscated as contraband is subject to disposal. Contraband may not be disposed of except under the direction of the SOS. The SOS will not order the disposal of any secured, non-perishable contraband for a minimum of 14 days.

INMATE PROPERTY ALLOWANCES: (10/07)**General rules**

This facility does not store property for extended periods of time. If you have property held by the facility, you must have it removed within 30 days of it going into storage. If you do not do so, your property will be disposed of according procedure.

This facility **will not** accept personal packages for inmates through the US mail or other common carrier. We will accept pre-approved clothing (not footwear), a wedding band, a watch, books (not magazines), non-white sheets, non-white pillow cases and non-white towels that are brought to the facility **between the hours of 3 pm and 11 pm Monday through Friday excluding holidays**. We will also accept these items during unit visiting. The person dropping the property off must sign a Declaration/Acknowledgement Form AND provide a valid picture ID. If these conditions are not met, the property will be refused. Individuals bringing packages to the facility must call ahead to make arrangements.

The only acceptable source of consumable hygiene and food items is the commissary of this, or another, correctional facility. You will not be allowed to keep any of these items if they are brought in from the street. Perishable items will be promptly destroyed.

Unit restrictions apply to Canteen Orders. Perishable items and food items WILL NOT be stored. It is the Inmate's responsibility to inform anyone making on-line purchases for them which restrictions must be met. Inmates will have ten days to have someone pick up commissary items over their unit limit or to mail the items out at their own expense.

Upon release, commissary will be held for ten days.

Magazines will only be accepted when sent directly from the publisher.

You may only possess batteries if you possess a radio.

You may only possess a contact lens case if you possess, and wear, contact lenses. You may only possess an eyeglass case if you possess, and wear, glasses. Only prescription glasses are allowed.

Powdered drinks may be stored in clear plastic bags, if other plastic containers are not available.
Inmate Property Allowances continued

Formal, authorized educational or legal written materials may be possessed in excess of the book and paper limits.

Inmates who wear prosthesis or dentures may possess them.

Staples are allowed in paperwork but paperclips are not.

Items determined by the Security and Operations Supervisor, or the Shift Supervisor to be a risk to security due to their construction or content, will not be allowed. The abuse, misuse, alteration, selling or loaning out of any item is not allowed. You will lose the privilege of keeping an item if you do so.

Items denoted by an "X" on the Property Items List which follows are limited to a reasonable amount as determined by the Shift Supervisor.

The ONLY exceptions to the property list are for medical or religious reasons, program leaders or work/release crew members. All exceptions will be in writing and the Inmate must keep a copy of the permission.

**Medical items require both the authorization of Medical Staff and the permission of the Security and Operations Supervisor. Some items are pre-approved by the SOS and only require the medical permission slip.*

**Religious items require the permission of the Security and Operations Supervisor. To request permission, you must submit a written request to the Security and Operations Supervisor that includes the name of your religion, the item you wish and what you wish to do with it. Religious necklaces are to be worn inside the shirt when out of your cell. See Directive 380.01 for details.*

IN BOTH INSTANCES, YOU MUST MAINTAIN A COPY OF THE WRITTEN PERMISSION.

*Kitchen crew, boiler room, inmates on work release and outside crew workers may possess two additional shirts, two additional pants, and two additional pair of boots or shoes.

Outside crew workers may be issued two pairs of gloves; these gloves will be turned in at AC each night.

Inmates on work release furloughs may possess one form of identification. Inmates on furlough may have additional, approved, work related items, stored in room 133 or in a locker in the garage while at the facility.

PROPERTY ITEMS LIST

| <u>ITEM</u> | <u>A, B, C, D</u> | <u>SMU</u> | <u>RHU</u> |
|---|-------------------|-------------|-------------|
| Regular Shirts | 3 | 1(uniform) | 1 (uniform) |
| Regular Pants (no overalls) | 3 | 1 (uniform) | 1 (uniform) |
| Sweatshirts (no hooded) | 1 | 1 | 0 |
| Sweatpants | 1 | 0 | 0 |
| T-shirts (no tank tops) | 3 | 3 | 1 |
| Under shorts | 4 | 3 | 1 |
| Socks | 4 pr. | 3 pr. | 1pr. |
| Thermal U-wear | 2 sets | 0 | 0 |
| Shorts | 1 | 0 | 0 |
| Sweater | 1 | 0 | 0 |
| Belt (limit 2" buckle) | 1 | 0 | 0 |
| Coat/Vest (no hooded) | 1(total) | 0 | 0 |
| Hat (baseball cap or toque) | 1 | 0 | 0 |
| Bathrobe | 1 | 0 | 0 |
| Sneakers/shoes/boots (2pr total, not of each) | 2 pr. | 0 | 0 |
| Shoelaces | 2 pr. | 0 | 0 |
| Slippers | 1 pr. | 0 | 0 |
| Shower shoes/sandals (1pr total, not of each) | 1 pr. | 1pr. | 1pr. |
| Wristwatch | 1 | 0 | 0 |
| Handkerchief | 2 | 1 | 0 |
| Mattress (state issue) | 1 | 1 | 1 |
| Blankets (state issue) (3 floor bunks) | 2 | 2 | 2 |
| Linen set (Non-state must be non- white or print) | 1 | 1 | 1 |
| Pillow (state issue) | 1 | 1 | 1 |
| Laundry bag (state issue) | 1 | 1 | 0 |
| Towels (Non-state must be non- white or print) | 2 | 2 | 1 |
| Face cloth | 2 | 1 | 1 |
| Safety Razor | 3 | 0 | 0 |
| Shaving cream | 1 | 0 | 0 |
| Bar of soap | 3 | 1 | 1 |
| Toothbrush | 1 | 1 | 0 |
| Toothbrush case | 1 | 1 | 0 |
| Toothpaste | 1 | 1 | 0 |
| Nail Clippers (2 ½ max) | 1 | 0 | 0 |
| Denture cleaner & adhesive | 1 | 1 | 0 |
| Shampoo | 2 | 1 | 0 |
| Hair conditioner | 1 | 1 | 0 |
| Mouthwash AF | 1 | 0 | 0 |
| Soap dish | 1 | 1 | 1 |
| Skin Lotion | 2 | 0 | 0 |
| Pomade | 2 | 1 | 0 |

| | | | |
|--|------------|--------|--------|
| Chapstick | 2 | 0 | 0 |
| Sunblock | 2 | 0 | 0 |
| Benzol Per. | 2 | 0 | 0 |
| Tinactin | 2 | 1 | 0 |
| Rolaids | 20 tablets | 0 | 0 |
| Toilet paper (state iss.) | 2 rolls | 1 roll | 1 roll |
| Tissue pack | 2 | 1 | 0 |
| Stick deodorant | 1 | 1 | 0 |
| Plastic cup & cover | 1 | 1 | 0 |
| Plastic containers (2qt max w/lid) | 2 | 1 | 0 |
| Plastic flatware | 3 | 0 | 0 |
| Plastic Bowl w/lid | 1 | 0 | 0 |
| Clock Radio (A, B, C only) | 1 | 0 | 0 |
| Books and magazines (combined totals) | 8 | 2 | 0 |
| Pencils (any color) | 12 | 1 | 0 |
| Pens (no felt or mech) | 2 | 0 | 0 |
| Hair comb or brush | 1 | 1 | 0 |
| Hair tie | 1 | 1 | 0 |
| Wallet | 1 | 1 | 0 |
| Shoebox (paper storage) | 1 | 1 | 1 |
| Personal and legal paperwork | 1 | 1 | 1 |
| Walkman Radio | | | |
| A, B & C Units Only | 1 | 0 | 0 |
| Calculator (3x5 limit solar only) | 1 | 1 | 0 |
| Radio batteries (A, B, C units only) | 6 | 0 | 0 |
| Alarm clock | 1 | 0 | 0 |
| Eyeglasses & case (non-sun) | 1 | 1 | 1 |
| Contact lenses & case | 1 set | 1 set | 1 set |
| Contact lens solution | 1 | 1 | 0 |
| Religious book | 1 | 1 | 1 |
| Powdered drinks, sugar (no tea bags, no herbal teas in any form) | X | 0 | 0 |
| Photo album | 1 | 1 | 0 |
| Footlocker (3 inmates in a room) (state issue) | 1 @cell | 0 | 0 |
| Wedding ring | 1 | 1 | 1 |
| Playing cards | 1 | 1 | 0 |
| Edible canteen (D unit 10 items only) | X | 0 | 0 |

In Restrictive Housing Units (E and F)

* contact lens solution, and denture adhesives and cleanser will be kept at the Officer's station.

*the Officer's station will also contain: the inmate's brush or comb, toothbrush, toothbrush case and toothpaste, contact lens solution, bottle of shampoo, a pencil or pen.

*razors may be issued by staff on week-ends for 30 minutes unless the inmate is on a no razor status.

It is your responsibility to remain within the allowable limits. There are no excuses for being over. If you are found over the limit, you will receive a disciplinary report. Excess property will be confiscated & disposed of.

INMATE PROPERTY CLAIMS: (03/01)

Inmates must submit an Inmate Request Form to the Superintendent. The form should be submitted with the following:

- a. Copy of applicable Resident Property Inventory Form (with legible signatures).
- b. A notarized statement from the Inmate, addressed to the Superintendent, including the following: (Shift Supervisors and Administrative Assistants are Notaries)
 - i: Inmate's Date of Birth.
 - ii: Inmate's Social Security Number.
 - iii: Circumstances regarding the loss or damage.
 - iv: Itemized list of the property.
 - v: Information as to the specific dollar value of the property.
 - vi: Purchase date of the property.
 - vii: Condition of the property prior to the loss/damage.
 - viii: Some instances may require the purchase receipt.
- c. Copies of any other relevant paperwork.

The Property Officer (or person designated by the superintendent) shall investigate the claim and forward a determination to the Superintendent.

The Superintendent may resolve the issue at the local level if the property can be replaced from facility supplies. If the issue is not resolved, the Superintendent shall forward the claim to the Assistant Director of Security and Supervision within 30 days of the filing date.

The Assistant Director of Security and Supervision will render a decision on the claim and notify the inmate of it, in writing, within 60 days of receipt.

Section 7
Miscellaneous

EDUCATION PROGRAMS: Academic Education (04/2010)**COMMUNITY HIGH SCHOOL OF VERMONT (CHSVT)**

The mission of the Community High School of Vermont is to provide an accredited, coordinated and personalized education that assists our students in their academic, social, and vocational successes. The philosophy of the CHSVT NERCF campus is to provide a personalized education according to each student's specific needs.

CHSVT is an independent high school accredited by the New England Association of Schools and Colleges (NEASC). We have the same status as every college and high school accredited through NEASC.

CHSVT offers individuals the opportunity to earn credits towards achieving a high school diploma. Students enroll in classes, complete coursework and are awarded credit. Once all graduation requirements are met, a graduation ceremony is held and a high school diploma is awarded.

A course brochure is available in the Learning Center which outlines the academic and vocational course offerings. We strive to meet all student levels, abilities and educational goals.

The Learning Center is open Monday through Friday 8:00 a.m. to 2:40 p.m. All can use the library in the Learning Center during scheduled Open Library times. This is a time to read and check out materials. Once a week, donated library books are brought to Echo and Foxtrot units.

Title 28 VSA Section 120 states "All persons under the custody of the Commissioner of Corrections who are under the age of 23 and have not received a high school diploma shall participate in the Education Program unless exempted by the Commissioner."

If you are under the age of 23 and do not have a verifiable high school diploma, you are required to be enrolled and participate in education for a minimum of 15 hours per week. Failure to comply with the above law may result in a disciplinary report being written. CHSVT staff will interview, assess and enroll all others interested in education as time allows.

LEARNING CENTER PROCEDURES

1. You may be in the Learning Center:
 - When you are attending a class
 - When you are called by a staff member
 - When you are attending your unit's scheduled Open Library time
2. To sign up for classes or to meet with a teacher:
 - Fill out an inmate request form
 - Wait to be called to the Learning Center

Failure to abide by these procedures may result in a Disciplinary Report

All students enrolled in classes are expected to be on time for the start of class, give full and appropriate participation in class, complete assignments and show respect for self and others.

The only photocopying to be done in the Learning Center is that which is related to education.

RELIGIOUS SERVICES: (10/07)

Religious services are held in the facility on a regular basis. The type of religious service as well as the location will be announced over the intercom. If you are locked in for behavior reasons, you may not be given the opportunity to attend religious services. You must be dressed appropriately to attend the services. No food or drink will be allowed in the services. Once you are called to the religious service, you may not leave. If you do leave for any reason, your right to attend religious service for that night will be forfeited. To arrange for additional religious services, contact the Volunteer Coordinator.

To request to observe a religious practice outside of what the facility normally allows, you must submit a written request to the Security and Operations Supervisor that includes the name of the religion and the details of the practice.

MARRIAGES AND CIVIL UNIONS (04/2010)

Inmates wishing to get married or have a civil union are to submit their requests in writing to their Caseworker. This request should include the name, address, and other pertinent information about the prospective spouse. You and your betrothed need to meet individually with a counselor or minister of your choosing who will be required to write a recommendation to the Superintendent. Additional requirements will be discussed with you after the request has been received. The Commissioner of Corrections must approve all such requests.

ROOM CHANGES: (10/2007)

Unit and room changes are done at the discretion of the second shift Unit Leader or his/her designee. Moving without the prior authorization of the appropriate staff will result in disciplinary action.

NEWS MEDIA INTERVIEWS: (04/1997)

In the event that you make a request of a newspaper, radio, or television station or any other form of media to be interviewed or one has been made of you for an interview, you must notify the Superintendent or Assistant Superintendent in writing of such a request. Notification will include the name of the news agency and its representative. An interview date and time will be arranged for you when the media contacts the facility. Personal interviews will not be granted under any other than the above conditions.

VOTING: (04/97)

Inmates retain the right to vote by Absentee Ballot in a primary or regular election provided the person has otherwise fulfilled all voting requirements. To obtain an Absentee Ballot, you must be a registered voter and request in writing an Absentee Ballot from the Town Clerk of your town of residence. Instructions and a ballot will then be sent to you. Your request should be made well in advance of the election as Absentee Ballots must be returned to the Town Clerk before the election. Town Clerk's addresses can be found in the phone book.

Outside organization will come in from time to time to assist inmates with registering to vote. Please see your Caseworker for details.

GATE MONEY: (01/2010)

Inmates lacking any monetary support at the time of their release may submit a request form to their Caseworker to apply for gate money. The request must be submitted 90 days prior to your release date. Assistance in the form of a bus ticket or a limited supply of food may be made available.

RELEASE AT ONE MINUTE AFTER MIDNIGHT: (03/2010)

Inmates who will be released to "max" (not Probation) upon completion of their sentence may request to be released one minute after midnight on their release date. Submit a request to your Caseworker, who will advise the Superintendent regarding your release date, institutional behavior, and transportation. You will get a response in writing from the Superintendent.

- Your behavior must remain appropriate.
- You **MUST** have a ride at the facility to be released.
- You must be maxing out your entire sentence; releases to Probation are not eligible by law.
- Inmates serving less than 90 days may not be considered.

PAID FACILITY WORKERS (04/2010)

(Law Librarian, Laundry, Learning Center, Unit Recreation Representatives & Kitchen Workers)

- 1) Morning kitchen crew and third shift laundry workers will be allowed to sleep in until 10:00 am if they were on shift the night before or the morning of the particular day in question.
- 2) All facility workers will participate in unit jobs and Unit GI's; however, kitchen workers will not be permitted to clean toilets or showers.
- 3) On-shift workers will be exempt from unit jobs and unit GI's.
- 4) Kitchen workers will wear kitchen shirts to and from the kitchen and when working only.
- 5) Unit Laundry times will be adhered to unless extenuating circumstances arise.
- 6) Kitchen crew, inmates on work release and outside crew workers may possess two additional shirts, two additional pants, and two additional pair of boots or shoes.

In-Facility Work Opportunities:CASEWORKERS' OFFICE CLEANERContact: Chris Cadorette

When this position is open, a memo is posted in each unit where eligible inmates are housed. The inmates have 72 hours from the date of the posting to apply for the position. The position is filled based on known work history, DR history, projected length of stay in the building, as well as input from the applicants' Caseworker and relevant staff.

Caseworkers' Office Cleaner (COC) Job Responsibilities

Sweep, mop and otherwise clean the 122 sallyport on Monday-Friday.

Sweep, mop and otherwise clean the caseworkers, office Monday-Friday.

Perform other duties as directed by the RSC.

GYM CLEANERASSISTANT GYM CLEANERContact: Chris Cadorette

When the Recreation Department has a position opening, a memo is posted in each unit where eligible inmates are housed. The inmates have 72 hours from the date of the posting to apply for the position. The position is filled based on known work history, DR history, projected length of stay in the building, as well as input from the applicants' Caseworker and relevant staff.

Gym Cleaner (GC) Job Responsibilities

Sweep, mop and otherwise clean the Gym on Monday, Wednesday and Friday.

Perform general maintenance as directed by the RSC.

Perform other duties as directed by the RSC including but not limited to, preparing popcorn for the facility movie weekend.

Employee is NOT exempt from any unit cleaning requirements

Assistant Gym Cleaner (AGC) Job Responsibilities

Sweep, mop and otherwise clean the Gym on Tuesday, Thursday, and Saturday.

Perform general maintenance as directed by the RSC.

Perform other duties as directed by the RSC.

*In-Facility Work Opportunities continued*KITCHEN CREW (04/2010)

Contact: Food Services Supervisor Daniel Souliere

Inmates seeking work in the kitchen must submit an inmate request form with the following information: name, unit, any food service experience and position desired. Inmates considered for positions will be interviewed and be screened by Medical Staff. If considered for a position in foodservice, good hygiene must be followed; you will sign an Offender Work Agreement form. Under no circumstances does submitting an application guarantee a position in foodservice. Positions are unequivocally the decision of the Facility Food Service Supervisor (FSS). Inmate Crew Members can be terminated at any time at the discretion of the Facility Food Service Supervisor.

Kitchen Crew Job Responsibilities:

1. WAREHOUSE MAN: Responsible for warehouse operation and distribution of personal care items and supplies. Compensation: \$0.60 hr. 37 hours weekly

DUTIES:

1. Accurately mix cleaning solutions in proper containers.
2. Assist Admin staff as designated.
3. Attend all trainings as designated by the FSS.
4. Conduct a warehouse and freezer inventory every Monday.
5. Take care of Echo and Kitchen laundry daily.
6. Deliver unit supplies as designated by Food Service Staff.
7. Ensure First in First out (FIFO) stock rotation.
8. Ensure all chemicals are stored and logged properly.
9. Label and date all incoming stock.
10. Remove all cases and damaged stock from the warehouse as designated by Food Service Staff.
11. Date and put away all incoming stock appropriately.
12. Stack pallets, cardboard and milk crates in designated areas.
13. Wash doors S9, S17, S18, S19 and 137. Wash floors in the warehouse, S18 laundry room, S9 hallway. Clean 114 Bath room. Wiped down &/or wash all warehouse shelves, surfaces, containers.
14. Participate in all cleaning GI's
15. Perform other duties as assigned by Food Service Staff.

KNOWLEDGE and SKILLS REQUIRED:

1. Must satisfy normal kitchen criteria.
2. Must be able to organize workload for maximum efficiency.
3. Ability to establish and maintain good working relationships.

MINIMUM QUALIFICATIONS:

1. Must receive medical clearance from the Health Center.
2. Must be a sentenced offender serving a minimum of 90 days.

2. MORNING COOK: Responsible for the preparation of breakfast and lunch meals, and for the general running and cleanliness of the kitchen in conjunction with Food Service Staff. Compensation: \$0.75 hr. 48 hours weekly.

DUTIES:

1. Ensure food for breakfast and lunch meals have been pulled in a timely manner.
2. Ensure server is using correct utensils for serving entrees.
3. Ensure server is serving uniform and correct portions.
4. Ensure all leftovers are properly stored and labeled.
5. Maintain clean sanitizing solution and rags in cleaning buckets.
6. Organize and maintain reach-ins and freezer for proper storage and food usage.
7. Prepare both meals by following facility menus and recipes accurately and precisely.
8. Prepare meals according to the serving schedule or as designated by Food Service Staff.
9. Prepare correct number of meals in accordance with Facility Headcount.

10. Prepare Alternative meals as required by the "Special Diet" authorization form and "Special Diet" menu stipulation.
11. Prepare "Dead Man's" Tray for each meal.

In-Facility Work Opportunities continued

UNIT RECREATION REPRESENTATIVES

Contact: Chris Cadorette

When the Recreation Department has a position opening, a memo is posted in each unit where eligible inmates are housed. The inmates have 72 hours from the date of the posting to apply for the position. The position is filled based on known work history, DR history, projected length of stay in the building, as well as input from the applicants' Caseworker and relevant staff.

Unit Recreation Representative (URR) Job Responsibilities

Act as the representative for assigned living unit in matters concerning recreation.

Actively participate in recreational decision making with the NERCF Recreation Services Coordinator (RSC) regarding assigned living unit.

Actively participate in meetings with other URR's and the RSC regarding NERCF recreation business.

Carry out duties related to recreational programming for the assigned living unit in an unbiased manner including but not limited to; being time efficient in the posting of sign up sheets and brackets for tournaments, provide the RSC with a movie list prior to appropriate weekend, maintain a general inventory of NERCF recreation property (such as games) in assigned living unit, the timely and complete reporting of any recreation related concerns to the RSC.

FACILITY CLEANING CREWS

Contact:

Cleaning Crew Job responsibilities

LAW LIBRARIANS

Contact: CO II Robert Bowen

Law Librarian Job Responsibilities

LEARNING CENTER

Contact: Learning Center Staff

Learning Center Worker Job Responsibilities:

LAUNDRY WORKERS

Contact: CO II Ralph Crocker

Laundry Worker Job Responsibilities

Section 8

Attachments

Standardized Vermont Department of Corrections Rules and Guidelines for Recommended Sanctions (12/06)

Note: For all violations, both major and minor, the attempt or formulation of a plan, or aiding or soliciting another or others to commit a violation is a violation and carries the same sanction as if the violation had been committed. Imposition of the loss of a privilege as a sanction may only encompass the following thirty day period.

Major “A” Violations

1. Killing any Person. (A, 30 days)
2. Assault, physically attacking another person with or without the use of an object or substance. (A, 0-30 days)
3. Assault on a Department of Corrections employee, contractor or volunteer. Intentionally striking or attacking a Department of Corrections employee, contractor or volunteer with or without the use of an object or substance, or behaving in such a reckless manner that one’s actions cause a strike of a Department employee, contractor or volunteer. (A, 30 days)
4. Sexual Assault (A, 0-30 days)
5. Fighting where bodily injury is attempted or carried out. (A, 0-30 days)
6. Escape from an institution, armed escort, Correctional Officer custody, to include intentional absence from a furlough from a correctional institution. (A, 0-30 days)
7. Creating disturbances that threaten the order and safety of the facility including, but not limited, riots, work strikes and hunger strikes. (A, 0-30 days)
8. Possession, manufacture or introductions of any item that constitutes a danger to the order of the facility including, but not limited to, weapons, dangerous instruments, escape tools, or communication devices (e.g., cell phones). This also includes possession of any unauthorized weapon while in the custody of the Commissioner of Corrections outside a correctional facility (e.g., at Court, a hospital, etc.) (A, 0-30 days)
9. Possession, introduction of use of any alcohol, narcotics, depressants, stimulants, hallucinogenic substances or marijuana (any plant material, extract or resin of the genus cannabis) or related paraphernalia not prescribed for the individual by the medical staff. (A, 0-30 days)
10. Refusing to submit to a breathalyzer, Alco-sensor or any method of testing for drugs, alcohol, or intoxicants. (A, 0-30 days)
11. The introduction, or attempt at introducing, tobacco of any amount into or onto the grounds of a correctional facility, to include being found to be in possession of any amount of tobacco in excess of one cigarette. (A, 0-30 days)
12. Giving false information/making a false allegation – Inmates are prohibited from intentionally and/or knowingly making a false allegation against any staff person or any person under contract to the Department of Corrections, and/or intentionally misleading staff in the course of their official duty. (A, 0-30 days)
13. Arson-Inmates are prohibited from setting a fire or causing an explosion. (A, 0-30 days)
14. Security Threat Group Affiliation-Inmates are prohibited from possessing or displaying any materials, symbols, colors or pictures of any identified security threat group or engaging in membership in or in behaviors uniquely or clearly associated with a security threat group. (A, 30 days)
15. Unauthorized use of the mail or telephone; to include, but not be limited to, making a call to a person on your authorized phone list and having them forward the call to someone not on your authorized list. (A, 0-30 days)
16. Tampering with fire alarms, fire safety apparatus (such as extinguishers, air pacs, sprinkler heads, hoses, fire blankets, etc.) or any other safety equipment. (A, 0-30 days)
17. Unauthorized Use of a Computer-using, accessing or viewing a computer or computer terminal in any manner that is not authorized by departmental personnel; using accessing or viewing a computer or computer terminal for gaining access to the Internet; using accessing or viewing a computer in a fraudulent manner or for a fraudulent purpose; introducing, installing or using any software, utility, application or any other digital media that has not been authorized by departmental personnel. (A, 0-30 days)

Major “B” Violations

1. Tampering with locking or security devices, making holes in walls, damaging windows or wearing a disguise or mask. (A, 0-15 days)
2. Counterfeiting, forging, altering or reproducing any document, article of identification, money, security or official paper without authorization. (A, 0-15 days)
3. Adulteration of any food or drink with the intent that it be consumed to cause harm. (A, 0-15 days)
4. Assault, or fighting where serious bodily injury was not carried out. (A, 0-15 days)
5. Making sexual proposals to another person. (A, 0-15 days)
6. Indecent Exposure. (A, 0-15 days)
7. Unauthorized absence from headcount. (A, 0-15 days)
8. Threatening another with harm, bodily injury or an act with adverse consequences. (A, 0-15 days)
9. Stealing, taking another’s property without consent or being in possession of stolen property. (A, 0-5 days)
10. Failure to carry out any disciplinary sanction order (whether from informal or formal resolution). (A, 0-5 days)
11. Destruction or damage of state property or property of another valued at more than \$50.00 or second subsequent destruction or damage of state property or property of another valued at \$50.00 or less within 60 days. (A, 0-5 days, M)
12. Extortion, blackmail or protection in return for money or anything of value. (A, 0-15 days)
13. Engaging in sexual acts or activity without use or threat of force. (A, 0-10 days)
14. Interfering with an Officer in the performance of duties or any disobedience or refusal of an Officer’s instruction or order that threatens or disrupts institutional security or interferes with the taking of an official institutional headcount. (A, 0-15 days)
15. Giving or offering a bribe to a state employee volunteer or contractor. (A, 0-15 days)
16. Conduct with disrupts or interferes with inmate safety or security or the orderly running of the facility. (Only to be used if another Major “B” violation is not applicable) (A, 0-15 days)
17. Making a derogatory comment to another person, staff or inmate, regarding race, gender, ethnicity, religious affiliation or sexual orientation. (A, 0-5)
18. Three or more convictions, in a 90 day period, of an M44 DR. (A, 0-5 days)
19. Being in possession of any amount of tobacco in excess of the amount contained in one cigarette. (A, 0-15 days)
20. Misuse of authorized medication.
21. Tattooing or possession of tattooing tools, or the Recipient of a tattoo. This rule pertains only to Recipients of “new” tattoos and not to tattoos previously acquired. (A, 0-15 days)
22. Failure to abide by transition furlough (from facility) conditions. (A, 0-10 days)

MINOR VIOLATIONS

1. Passing or possession of contraband items other than as described in the Major Disciplinary category.
2. Refusing to work.
3. Refusing to obey the order of a staff member other than as described in the Major Disciplinary Category.
4. Unexcused absence from any work assignment.
5. Gambling.
6. Agitating or provoking staff, volunteers, members of the community or inmates.
7. Failure to maintain proper hygiene.
8. Failure to maintain sanitary and orderly housing conditions.
9. Destruction or damage of state property or property of another valued at \$50.00 or less.
10. Engaging in minor disruptive behavior that interferes with normal facility operations or interferes with the program or living environment of other inmates.
11. Defacing or misusing state property.
12. Malingering or faking an illness.
13. Possession of unauthorized clothing, food or books.
14. Using abusive or obscene language or making obscene gestures in the presence of staff, volunteers or others.
15. Unauthorized use of mail or telephone other than as stated as a Major A violation.
16. Conduct in violation of visiting rules.
17. Failure to abide by center and/or facility unit rules not listed in Major categories.
18. Driving a motor vehicle of any type without prior approval of Department of Corrections.
19. Possession or use, to include being in the presence of, of tobacco smoke, of a small amount of tobacco; i.e., an amount equal or less than the amount of tobacco contained in one cigarette.
20. Engaging in excessive horseplay.

Escape for purposes of the disciplinary process is defined as any action by the offender which leads Corrections' employees to believe the inmate intends to absent him or herself from state custody or supervision indefinitely.

For the purpose of disciplinary violations regarding the Possession of weapons and other types of contraband or other items not approved by the Superintendent, Possession shall be defined as:

An item that is;

- 1) found on one's person or the clothing being worn by the person, or
- 2) found in one's personal belongings or cell, or
- 3) found in an area that one exerts control over and there is independent evidence that the inmate knew it was there: i.e.,
 - a. Confidential Information exists supporting the inmate had knowledge the contraband was there.
 - b. Staff observation of inmate's behavior led to staff's suspicion that the inmate is hiding contraband.
 - c. Staff observed the inmate with contraband.
 - d. Other evidence indicating the contraband was placed by the inmate.

For purposes of disciplinary violations regarding threatening or threatening behavior, it shall be defined as:

1. Verbal threats when the inmate has the ability and opportunity to carry out the threat. (Ability and opportunity are defined using APCT standard).
2. Physical threats where the inmate has entered another person's space in an intimidating manner. The inmate's behavior may or may not include gross motor activity.
3. Verbal threats where the inmate demonstrates knowledge of another person's personal life, such as "Don't you live at (Address)?" or "Your kid goes to (specific school) doesn't she?" This knowledge must be articulated in conjunction with threatening behavior.

For the purpose of disciplinary violations regarding assault, an assault shall be defined as any action which brings about a harmful or offensive contact to another person.

As contact visiting has been proven to be a major avenue for the introduction of contraband to the Facility, particularly drugs, the following rules regarding visiting for those who Receive a disciplinary conviction for the use or possession of drugs will be applied;

- A. Any inmate who receives a conviction for possession or use of drugs or the refusal of a drug test will have their contact visits suspended for 30 days from the date of the DR conviction or the conclusion of segregation time, whichever is later.
 - B. Any Inmate who is convicted of a second possession or use of drugs or the second refusal of a drug test will have their contact visiting suspended fro 60 days from the date of the DR conviction or the conclusion of segregation time, whichever is later.
 - C. Any inmate with a third DR conviction for possession or use of drugs or a third refusal of a drug test will have their contact visiting suspended for 90 days from the date of the DR conviction or the conclusion of segregation time, whichever is later.
 - D. Any inmate who is convicted for a fourth or subsequent possession or use of drugs or a fourth or subsequent refusal of a drug test will have their contact visiting suspended indefinitely from the date of the DR conviction or the conclusion of segregation time, whichever is later. Contact visits may be allowed upon the review of the Superintendent after a minimum of 180 days.
- These sanctions will be consecutive
 - All inmates under these suspensions will submit their individual request for non-contact visits to the Support Officer who will forward the request to the Administrative Supervisor for scheduling purposes.
 - Non-contact visits will be 30 minutes long and will be scheduled only on Monday through Fridays (excluding holidays and Parole Board days) between the hours of 0800 and 1300 (8:00 am and 1:00 pm).

Standardized Rules and Guidelines for Recommended Sanctions

APPROVED SANCTIONS

- E. Placement in Disciplinary Segregation.
- F. Loss of "Good Time" as prescribed by law.
- G. Loss of privileges within an inmate's classification for a pre-determined and specific amount of time never to exceed thirty (30) calendar days.
- H. Removal from program and/or group activity for up to thirty (30) calendar days.
- I. Change in living unit.
- J. Restriction to the area of the living unit (not just cell or room).
- K. Early lock-in.
- L. Temporary loss of the use of personal property for a pre-determined and specific amount of time never to exceed thirty (30) calendar days.
- M. Institutional community service/reparation.
- N. Reprimand.
- O. Apology.
- P. Written essay concerning the infraction or participation in a structured activity pertinent to the offense.
- Q. Make monetary restitution.